

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF  
WARRICK COUNTY, INDIANA, AMENDING SECTION 31.04 OF  
THE CODE OF ORDINANCES OF WARRICK COUNTY, INDIANA**

**WHEREAS**, Section 31.04 of the Code of Ordinances of Warrick County, Indiana, governs the per diem rates for meals and lodging for Warrick County employees or elected officials; and

**WHEREAS**, the Board of Commissioners of Warrick County, Indiana, desires to amend Section 31.04 of the Code of Ordinances of Warrick County, Indiana, for the purpose of authorizing reimbursement of meals for employees during mandatory, in-person training, as well as immunization clinics and other specifically approved Warrick County business.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF WARRICK COUNTY, INDIANA, THAT:

**The Code of Ordinances of Warrick County, Indiana, Section 31.04 entitled “Per Diem Rates for Meals and Lodging for County Employees” is hereby amended in its entirety and replaced as follows:**

**§ 31.04 PER DIEM RATES FOR MEALS AND LODGING FOR COUNTY EMPLOYEES**

- (A) Approved County Business. “Approved County Business” shall mean mandatory trainings, continuing education conferences, employment related trips, immunization clinics, or other employment related activities that are attended by a Warrick County office holder, department head, or employee that the office holder or department head, in his or her discretion, would deem appropriate and necessary for the conduct of his or her business or the business of his or her office.
- (B) Lodging Reimbursements. Warrick County shall reimburse any Warrick County employee for expenses incurred in overnight accommodations while on Approved County Business not to exceed One Hundred Seventy Five and 00/100 Dollars (\$175.00) per night per employee upon written reimbursement request supported by receipt. Actual overnight expenses in excess of One Hundred Seventy Five and 00/100 Dollars (\$175.00) per night per employee may be approved under the following conditions:
  - (1) At least seven (7) days prior to the first overnight accommodation for the Approved County Business, the employee submits to the Warrick County Auditor no less than three (3) quotes for lodging accommodations which are in the vicinity of the Approved County Business for which the employee is needing lodging accommodations;

## ORDINANCE 2020-20

- (2) The three (3) or more lodging quotes submitted under subsection (1) are for costs that exceed One Hundred Seventy Five and 00/100 Dollars (\$175.00);
- (3) The employee submits to the Warrick County Auditor a statement explaining the reason(s) why no reasonable lodging accommodations are available at a rate of One Hundred Seventy Five and 00/100 Dollars (\$175.00) or less; and
- (4) The employee's statement submitted pursuant to subsection (3) includes a written approval of said expenses totaling over One Hundred Seventy Five and 00/100 Dollars (\$175.00) per night from his or her supervising office holder or department head.

Employees shall reserve and pay for overnight lodging accommodations for Approved County Business using a personal credit card or a County issued credit card, and shall submit a copy of Warrick County's Tax Exemption Certificate at the time of checking in. Alternatively, an employee may pay the lodging expenses using a pre-approved, Warrick County-issued check if requested by submitting an appropriate written request to the Warrick County Auditor at least seven (7) days in advance of the Approved County Business. An employee's request for lodging reimbursements shall not include any payment of taxes under this Section 31.04.

(C) Meal Reimbursements, Generally. When a Warrick County employee is participating in Approved County Business that does not involve or require overnight accommodations but rather takes place over a period of time that includes the employee's lunch break, then in that event the office holder or department head may provide lunch for said employee at a cost not to exceed the sum of Ten and 00/100 Dollars (\$10.00) per day per employee. A Warrick County office holder or department head may request a meal reimbursement under this subsection (C) in advance by submitting an appropriate written request to the Warrick County Auditor at least seven (7) days in advanced of the Approved County Business.

(D) Meal Reimbursements for Overnight Trips. When a Warrick County employee is on Approved County Business with approved overnight accommodations said employee shall be reimbursed for meal costs in a total amount of Fifty and 00/100 Dollars (\$50.00) per diem per employee. For purposes of this Chapter, "per diem" is measured as beginning at 12:00 a.m. and ending at 11:59 p.m. A Warrick County employee may request a per diem meal reimbursement under this subsection (D) in advance by submitting an appropriate written request to the Warrick County Auditor at least seven (7) days in advance of the Approved County Business.

If a Warrick County employee is traveling for Approved County Business in any location outside Warrick County said employee shall be reimbursed for meal costs actually incurred, that are not otherwise reimbursable according to the per diem reimbursements of this subsection (D), in an amount not to exceed Twenty and

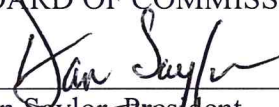


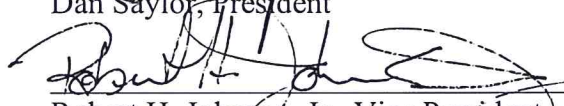
**ORDINANCE 2020-20**

00/100 Dollars (\$20.00) per day upon written reimbursement request supported by receipt.

**Passed and adopted by the Board of Commissioners of Warrick County, Indiana, this 28 day of September, 2020.**


**WARRICK COUNTY  
BOARD OF COMMISSIONERS**

  
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Dan Saylor, President

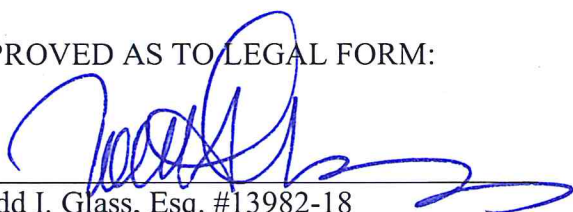
  
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Robert H. Johnson, Jr., Vice President

  
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Terry J. Phillippe, Member

ATTEST:

  
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Deborah K. Stevens, Auditor  
Warrick County, Indiana

APPROVED AS TO LEGAL FORM:

  
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